



South Coast Air Quality Management District

21865 E. Copley Drive, Diamond Bar, CA 91765-4182
(909) 396-2000 • <http://www.aqmd.gov>

July 1, 1998

IMPORTANT NOTICE

TO COMPANIES AND CONTRACTORS THAT HANDLE ASBESTOS CONTAINING MATERIALS,
RENOVATE OR DEMOLISH ANY STRUCTURE

SCAQMD Rule 1403 intent is to reduce emissions of asbestos fibers from building demolition and renovation activities. For all demolition and renovation Rule 1403 requires to:

- conduct asbestos survey prior to all demolitions and renovations
- remove all asbestos prior to demolition and from areas undergoing renovation
- notify SCAQMD of all demolitions and any asbestos* removal greater than 100 sq. ft.
- postmark notifications ten (10) work days prior to demolition or asbestos removal
- provide proof of CSLB asbestos license and OSHA Registration for asbestos removals
- provide proof of EPA approved asbestos worker and supervisor training

*Materials containing less than 1% asbestos are exempt from Rule 1403, but regulated by CalOSHA.

Please note our change of address for mailing notifications. Mail all notifications and fees to:

SCAQMD, ASBESTOS NOTIFICATIONS, FILE # 55641, LOS ANGELES CA 90074-5641

For your convenience please mail your notification and do not hand carry to SCAQMD because there is no designated staff to receive them. Mailing saves you time, money, gasoline, wear and tear on your car, and reduces traffic, energy use and air pollution.

All notifications should be completed, signed, mailed and fees paid by the contractor performing the removal and/or demolition job. Notifications submitted without appropriate fees are deemed incomplete and will be returned to senders and referred to the Air Toxics Compliance Unit.

Faxed notifications apply only to Electronic, Emergency Renovation, Ordered Demolition, Revision, and Cancellation Notifications. All faxes must be followed up with the original notification and fee mailed to SCAQMD within 48 hours of the fax. For Emergency and Ordered Demolition Notifications submit a signed letter from the person authorizing/confirming the emergency/order along with the notification.

Notification forms, instructions, and Rule 1403 can be obtained via FAX-BACK service by dialing from a *faxphone* (909) 396-2550. For the form and instructions choose option number 8134. For Rule 1403 choose option number 8131 and 8132. FAX-BACK can also be reached through SCAQMD web site at [HTTP://WWW.AQMD.GOV/PRR/FAXBACK.HTML](http://WWW.AQMD.GOV/PRR/FAXBACK.HTML). Any questions Asbestos Hot Line at 909-396-2336.

NOTE: Please keep a copy of your notification. California State law HS19827.5 requires that you provide a copy of the demolition notification to Building and Safety before issuance of a demolition permit.

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INSTRUCTIONS FOR THE ASBESTOS - DEMOLITION NOTIFICATION FORM

COMPLETED BY: Type the company business name and DBA (if any), name and phone number of the person completing the notification form, the date, check number, fee amount, and the contractor's project number (if any).

NOTIFICATION TYPE: Circle ORIGINAL for first time notification. Circle REVISION DATES to change the start or end removal and project schedule dates. Circle REVISION OTHER to change any other information in the notification. Revision of site location *requires a new notification*. Circle CANCELLATION to cancel a prior notification.

PROJECT TYPE: Circle a project description. For annual notifications and progress reports circle PLANNED RENOVATIONS.

SITE INFORMATION: Provide detailed information about the facility site and/or building(s) where the asbestos removal or demolition is to occur, including cross street. DESCRIBE WORK LOCATION by providing the specific work areas within the facility or building. Example: *main lobby, Monroe Hall, kitchen of Bldg. #2, etc.*

PRESENT and PRIOR USE: Circle the present and prior use of the facility. For condominiums and apartments circle Public Bldg. For rental property circle Commercial. Circle Residence only for single family homes.

SITE OWNER: Name and address of the site legal owner, and name and telephone number of a contact person.

REQUIRED BUILDING INFORMATION: Circle a YES or NO answer for each questions. *Asbestos Surveys are required prior to renovation and demolition.* Asbestos must be removed prior to activities that may disturb it and/or prior to demolition.

PROJECT DATES: The actual start and end dates and work shifts of the Asbestos Removal or Demolition project. This includes set-up and clean-up. Changes of Renovation or Demolition project dates requires a Revision Notification.

* **ASBESTOS AMOUNT TO BE REMOVED:** Enter the amount (in square feet) in the boxes labeled Friable, Class I, and Class II, and add the row to calculate the **TOTAL REMOVED**. Fee varies according to the total asbestos amount removed.

To convert linear feet to square feet multiply the factor 3.14 times the pipe diameter times the pipe length, all in feet.

* **ASBESTOS REMOVED FROM:** Circle surfaces, pipes or components to indicate from where the asbestos is being removed.

* **DESCRIBE TYPE AND AMOUNT OF ASBESTOS:** Enter the amount(s) under each type of material(s) being removed.

CONTRACTOR INFORMATION: Name and DBA (if any). Company physical address (*No Post Office Boxes*). Notifications should be filled and submitted by the contractor performing the actual removal or demolition. Provide your California Contractor State License Board (CSLB), Cal/OSHA Registration, and AQMD identification numbers. CSLB Abatement License and OSHA Registration are required to perform asbestos removal. The AQMD identification number can be found in the contractor's District permits or invoices. For your convenience mail your notification and do not hand carry to AQMD because there is no designated staff to receive them. Mailing saves you valuable time, money for gasoline, wear and tear on your car, and reduce traffic and air pollution.

* **WASTE TRANSPORTS:** Name the companies transporting the asbestos waste to a landfill or any off-site storage.

LANDFILL: Name and address of the landfill where the waste will be sent. This includes demolition construction waste.

* **WASTE STORAGE SITE** For contractors that store asbestos at their company site before sending it to a landfill, provide the interim site storage information.

* **CONTROLS:** Enter the Rule 1403 Procedure Number (1, 2, 3, 4, or 5) or describe the asbestos work practices and engineering controls. **Procedure 1** is required for removing friables (i.e., acoustic, linoleum, stucco, etc.) **Procedure 2** is for small-scale, short duration jobs. **Procedure 3** is for manual removal methods. **Procedures 4 and 5** require PRIOR written AQMD approval.

* **ASBESTOS DETECTION PROCEDURES:** Describe the methods and procedures used to determine whether asbestos is present at the facility, including a description of the analytical methods used.

For **DEMOLITIONS** state when and who removed the asbestos. Demolitions require proof of prior asbestos survey and removal.

ORDERED DEMOLITION: Ordered Demolitions are legal notices issued by government agencies to demolish a facility by a given date. Send a copy of the order with the notification.

* **EMERGENCY REMOVAL:** Give name and phone number of the person authorizing the emergency, and explain reasons.

CONTINGENCY PLAN: List actions to be followed if unexpected asbestos is found or nonfriable asbestos is rendered friable.

TRAINING AND INFORMATION CERTIFICATION: Use a "wet" or stamp signature to confirm that your company provided the required asbestos and regulatory training to the persons at the work site, and that the information given in the notification form is complete and accurate. *Notifications must be signed by the contractor doing the work, or its authorized company representative.*

* Asterisked information is required for asbestos removal notifications. Demolition notifications do not require this information.

KEEP A COPY OF YOUR NOTIFICATION. STATE LAW REQUIRES THAT YOU PROVIDE A COPY OF THE DEMOLITION NOTIFICATION TO BUILDING AND SAFETY BEFORE ISSUANCE OF A DEMOLITION PERMIT.

Forms, instructions, and Rule 1403 can be obtain via FAX-BACK by dialing from a *faxphone* (909)396-2550 or via website <http://www.aqmd.gov/pr/faxback.html>



SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

NOTIFICATION OF DEMOLITION OR ASBESTOS REMOVAL

21865 E. Copley Drive, Diamond Bar, CA 91765-4182 (909) 396-2000

MAIL ORIGINAL TO SCAQMD, ASBESTOS NOTIFICATIONS, FILE # 55641, LOS ANGELES CA 90074-5641

AQMD USE ONLY		SCREEN BY		RECEIVED		POSTMARK		ENTERED BY		NOTIFICATION #	
COMPLETED BY		COMPANY						PHONE			
DATE		CHECK #		FEE \$		PROJECT #					
NOTIFICATION TYPE		ORIGINAL		REVISION DATES		REVISION OTHER (highlight)		CANCELLATION			
PROJECT TYPE		DEMOLITION		ORDERED DEMOLITION		RENOVATION (removal)		EMERGENCY REMOVAL		PLANNED RENO (annual)	
SITE INFORMATION		SITE NAME									
SITE ADDRESS						CROSS STREET					
CITY				STATE		ZIP		COUNTY			
DESCRIBE WORK LOCATION											
BUILDING SIZE (SQ FT)				NUMBER OF FLOORS		BUILDING AGE (YEARS)		NUMBER OF DWELLING UNITS			
BLDG PRIOR / PRESENT USE		COMMERCIAL		HOSPITAL		INDUSTRIAL		Other		OFFICE	
		PUBLIC BLDG		RESIDENCE		SCHOOL		SHIP		UNIV/COLLEGE	
SITE OWNER						ADDRESS					
CITY		STATE		ZIP		CONTACT		PHONE			
REQUIRED BUILDING INFORMATION		ASBESTOS PRESENT?		YES		NO		ASBESTOS SURVEY?		YES	
								ASBESTOS REMOVED?		YES	
										NO	
										BUILDING TO BE DEMOLISHED?	
										YES	
										NO	
PROJECT DATES		START		END		WORK SHIFT (am/pm)					
ASBESTOS AMOUNT TO BE REMOVED (in square feet)		FRIABLE		CLASS I		CLASS II		TOTAL REMOVED(add row)			
ASBESTOS REMOVED FROM		SURFACES				PIPES		COMPONENTS			
DESCRIBE TYPE & AMOUNT OF ASBESTOS (in square feet)		ACOUSTIC CEILING		LINOLEUM		INSULATION		FIRE PROOFING		DUCTING	
		STUCCO		MASTIC							
FLOOR TILES (VAT)		DRY WALL		PLASTER		TRANSITE		ROOFING		OTHER (describe)	
CONTRACTOR INFORMATION		CSLB LICENSE #				OSHA REG #				AQMD ID #	
NAME						ADDRESS					
CITY		STATE		ZIP		SITE SUPVR		PHONE			
WASTE TRANSPORTER #1						LANDFILL					
ADDRESS						ADDRESS					
CITY		STATE		ZIP		CITY		STATE		ZIP	

South Coast AQMD's
Business Assistance Group
will help you with:

- Understanding permit checklist
- Obtaining AQMD clearance letters
- Deciding if you need any AQMD permits
- Applying for AQMD permits
- Understanding AQMD rules

Call us now at:
(800)CUT-SMOG
[288-7664]
or (660) 340-0697

We're open:
Tuesday, Wednesday,
Thursday, Friday
7:30AM to 5:00PM